



The Collections Care (CC) Notices are visible identifiers developed specifically for institutions and repositories to support proper cultural care and stewardship, led by Indigenous protocols and authority.

The CC Notices recognize that there are accompanying cultural rights, protocols, and responsibilities that govern the care, display, and access to cultural materials within collections. The CC Notices were developed in collaboration with the Smithsonian's National Museum of the American Indian.

The CC Notices are for implementation by institutions and repositories within policy, workflows, and practices surrounding the care and stewardship of cultural materials within collections.

PLANNING TO USE THE CC NOTICES

1. Engage with Indigenous Peoples in the collections to determine culturally appropriate care and governance protocols and procedures.
2. Register with the Local Contexts Hub at localcontextshub.org.
3. Establish support at an institutional, departmental, or otherwise administrative policy level to ensure the CC Notices receive adequate internal support in implementation and use.

Guiding Questions

The following questions are for institution and repository staff to guide the decisions required to apply CC Notices to collections materials and items to ensure that the protocols within the CC Notices are followed by all who interact with them.

1. Do you have Indigenous collections with cultural sensitivities?
2. Do you have existing advice for care from communities for these?
3. Do you have Indigenous advisors or Indigenous knowledge holders to consult?
4. Do you have guidance on addressing cultural sensitivities in your collections policies? In access and use policies?
5. Who should decide which CC Notices get applied to which materials?
6. How are the decisions to apply CC Notices made in your institution?

Displaying the CC Notices

The CC Notices are to be displayed prominently in areas including physical collections storage and internal databases. The CC Notices can be used in print and digital formats. For transparency and staff awareness, we highly recommend that the poster with the Overall Notice is displayed in collections storage where the CC Notices are in use. QR codes can be utilized with the CC Notices, which can be especially useful when collections are accessed in situ.

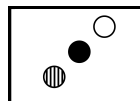
The CC Notices should be:

- Prominently visible to staff.
- Oriented on the top or front of boxes, shelves, folders, etc. in physical collections spaces.
- Applied at a top level in a standard rights collection field in your collections database(s).
- Applied at a metadata field level within internal collections database(s).
- Included in or alongside other cultural rights, usage, and access fields.
- Given visual prominence in the organization and hierarchy of metadata fields.
- Added to research permits or other third-party access documentation forms.
- Added to any emails, forms, or standard information you send to researchers prior to their visiting the collections.

USING THE NOTICES

1. The CC Notices text, icons and titles cannot be changed, adapted, or otherwise modified in any way.
2. The approved set of CC Notices are defined by Local Contexts. New CC Notices cannot be developed without consultation with the Local Contexts team.
3. CC Notices must be accompanied by the CC Notices signage provided by Local Contexts.

Do not recolor, reorient, crop, adjust the dimensions, skew, stretch, or otherwise alter or modify the Notice Icons.



Display in Physical Collections Storage

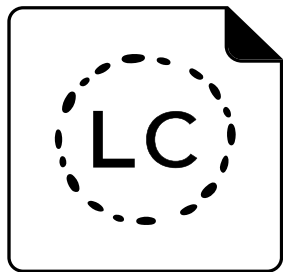
If you will use the Notices in physical collections storage spaces, included in the zip file are different file options for printing the Notices.

There are multiple pdfs included in the zip which offer the Notices in different sizes, with or without their QR code. The pdfs correspond with the following sizes or Avery sticker label sheets:

- Printable Notices Small: 30 per 8-½x11" sheet, 1x2-⅝" (Avery 5160)
- Printable Notices Medium: 14 per 8-½x11" sheet, 1-⅓" x 4" (Avery 5162)
- Printable Notices Large: 10 per 8-½x11" sheet, 2x4" (Avery 8463)

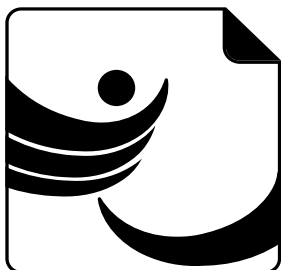
If you would like to use a different size or format, also included in the zip file are the Notice icon png and svg files and QR codes.

For transparency and staff awareness, we highly recommend that the poster with the Overall Notice is displayed in collections storage where the CC Notices are in use.



Overall Notice

You are entering a space where Collections Care Notices are in use. Be prepared to follow the protocols for access, use, handling, and viewing associated with certain items or collections. These are in place for the care of the collections and the communities to whom they belong. For more information about Collections Care Notices see, localcontexts.org.



Authorization

The Authorization Notice is being used to indicate that distinct Tribal or community authorization through consultation needs to be obtained for any reproduction of this item, including for the use in exhibitions and publications in print or online.

WHY USE THE AUTHORIZATION NOTICE?

The Authorization Notice recognizes that specific Tribal or community authorization through consultation is necessary prior to use of specific items or collections in all forms of publication and exhibits.

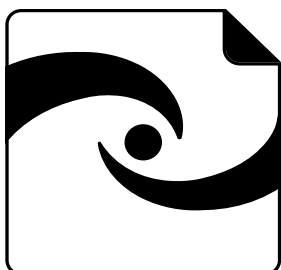


Belonging

The Belonging Notice is being used to indicate that only specific persons belonging to communities, Tribes, Clans, and societies have the right to access and handle these specific terms or collections.

WHY USE THE BELONGING NOTICE?

The Belonging Notice recognizes the exclusive right of Indigenous communities, Tribes, Clans, or societies to access items or collections.

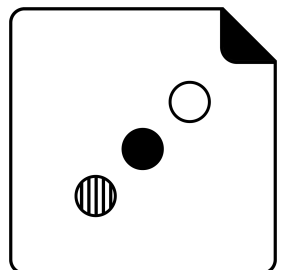


Caring

The Caring Notice is being used to indicate that specialized cultural care is required. Care for items or collections will require specific community guidelines for storage and handling.

WHY USE THE CARING NOTICE?

The Caring Notice recognizes cultural ways of caring for materials including specific ways of handling, storing, or managing specific items or collections. In all cases, care will be defined through community consultations.

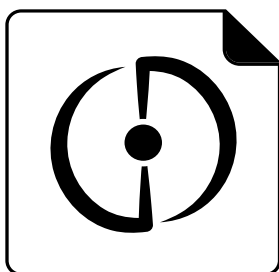


Gender Aware

The Gender Aware Notice is being used to indicate there are specific gender responsibilities that affect who can access, view, and/or handle this item or collection.

WHY USE THE GENDER AWARE NOTICE?

The Gender Aware Notice recognizes that gender influences access, handling, viewing, and interacting with items or collections. Specifically, this Notice calls attention to who should handle items or collections based on their self-identified gender.

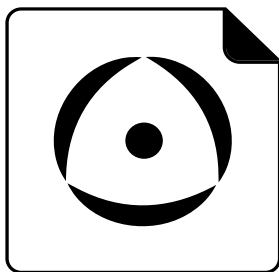


Leave Undisturbed

The Leave Undisturbed Notice is being used to indicate that items in a collection should not be disturbed. They should only be moved or disturbed under very limited circumstances according to community guidance.

WHY USE THE LEAVE UNDISTURBED NOTICE?

The Leave Undisturbed Notice recognizes the cultural significance and necessity of not disturbing certain cultural materials.

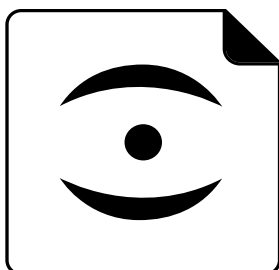


Safety

The Safety Notice is being used to indicate that extreme caution and care needs to be taken in viewing and handling this item or collection for individual or community well-being and health.

WHY USE THE SAFETY NOTICE?

The Safety Notice calls attention to the need for respectful safety precautions undertaken to avoid handling items in collections when one is menstruating and/or pregnant for the well-being and health of the individual and their family.

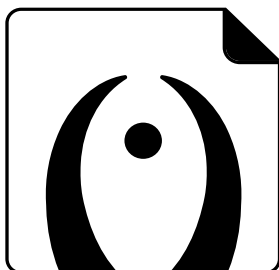


Viewing

The Viewing Notice is being used to indicate that there are limits to who, how, and when an item/collection can be viewed, distributed, and circulated. This includes existing images or representations of an existing or deaccessioned item(s) within a collection(s).

WHY USE THE VIEWING NOTICE?

The Viewing Notice recognizes that there are limits to viewing or accessing current or deaccessioned items in a collection(s) or their representations. Viewing these items is limited to staff.



Withholding

The Withholding Notice is being used to indicate that no reproductions of this item or collection should ever be made. If there are already existing photographs or reproductions, these should not be used in any exhibition or publication in print, online, or any other format.

WHY USE THE WITHHOLDING NOTICE?

The Withholding Notice recognizes the need to completely withhold certain items or collections from photography, reproduction, publications, and any type of exhibit in future modalities.